

## **CITY CLERK**

### **DISTINGUISHING FEATURES**

The fundamental reason the City Clerk exists is to formulate programs and procedures that support the policy direction of the Council for the management of the City's vital records; coordinate City elections and monitor the use and preservation of the City seal to ensure that it meets the legal requirements of the City Charter, City Code, and Arizona Revised Statutes as well as the goals of the organization. This classification directly supervises the Deputy City Clerk and other staff of the Clerk's Office. Work is performed with considerable independence and reports to the City Council.

### **ESSENTIAL FUNCTIONS**

Attends meetings of the mayor and council as official record keeper for the City. Supervises the preparation, indexing and filing of official minutes; coordinates the development and execution of City Council agenda process and attests to official acts of the Council.

Posts and advertises official meetings, public hearings, calls for bids, documents of public interest, and maintains affidavits of publication and posting in accordance with Arizona Revised Statutes.

Maintains official City records, including ordinances, resolutions, policy issue resolutions, Council action reports, agendas and minutes, and contracts over \$5,000 in accordance with Arizona Revised Statutes. Ensures official actions, ordinances, resolutions, contracts, bonds and other formal agreements are attested to and countersigned as required by the City Charter.

Works with a variety of officials representing state and county government in the coordination of activities related to the City Clerk's office.

Organizes the work of staff and evaluates their performance by monitoring various behaviors and work products.

Provides leadership direction for the City Clerk team in meeting the expectations of the City Council, the needs of the citizens, and the policies and guidelines of the administrative staff as defined by the City's vision.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Principles and practices of records and forms management, office automation procedures and techniques;  
City Charter, City Code, and Arizona Revised Statutes;  
principles and practices of management.

##### Ability to:

Communicate orally and in writing to establish rapport with a variety of officials;  
present oral and written information in a clear and concise manner;  
comprehend and analyze written and oral reports, letters and summaries in order to make appropriate decisions;  
operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;  
establish and maintain effective working relationships with City officials, co-workers and the

general public;  
exercise good judgment in handling sensitive information and situations;  
maintain regular and consistent attendance and punctuality.

**Education & Experience**

Any combination of training, education and experience equivalent to at least five years of recent experience with records management, municipal elections and/or public sector administration, including two years in a management capacity.

FLSA Status: Exempt

HR Ordinance Status: Unclassified